



NC Department of Health and Human Services

Peer Run Wellness Center and Incubator Bidders Conference

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Friday, April 3, 2020

Peer Run Wellness Center and Incubator RFA

- Review the posted RFA as well as remaining deadlines
- Review and answer FAQ submitted via email
- Brief Q&A

Peer Run Wellness Center and Incubator RFA

- RFA was posted February 27, 2020
- Questions were due March 27, 2020
- **Second question due date is May 8, 2020**
- Virtual Bidder's Conference on April 3, 2020
- **Second Virtual Bidder's Conference is May 15, 2020**
- ~~Applications due May 1, 2020~~ **Applications due June 15, 2020**

Peer Run Wellness Center and Incubator RFA

- ~~Anticipated notice of award June 19, 2020~~
- Anticipated notice of award July 17, 2020
- Anticipated performance period July 17, 2020 through June 30, 2020 (year 1) performance period will not begin until a contract is executed, and July 1, 2021 through June 30, 2022 (year 2)

Peer Run Wellness Center and Incubator RFA

- Two connected pilots awarded through one RFA
- One Peer Run Wellness Center Incubator
- Two Peer Run Wellness Centers
- An agency cannot apply for both the incubator AND a wellness center, you must specify in your application which you are applying for

Peer Run Wellness Center and Incubator RFA

- The overall goals will include:
 - Fostering the start-up of mental health peer-run organizations to establish administrative functions necessary to independently operate, grow and sustain beyond the grant award time period;
 - Evaluating the impact including gathering outcomes data regarding the impact of the PRWC on recovery as well as the needs, gaps, and trends in each community,
 - Developing organizational readiness to expand supports to 24-hour Peer Operated Respite Services (PORS) to ensure recovery-oriented mental health crisis supports in the community,
 - Serving as a bridge to individuals in TCLI and others transitioning in and out of systems, settings and services, and
 - Enhancing supports for people without services and/or other supports in place.

Peer Run Wellness Center and Incubator RFA

- What does Consumer Operated Service Provider mean?
 - Independent—the entity is administratively controlled and operated by mental health consumers.
 - Autonomous—decisions about governance, fiscal, personnel, policy, and operational issues are made by the program.
 - Accountable—responsibility for decisions rests with the program.
 - Consumer controlled—the governance board is at least 51 percent mental health consumers.
 - Peer workers— staff and management are individuals who have received mental health services.

Peer Run Wellness Center and Incubator RFA

• Peer Run Wellness Center Incubator Requirements

- Meet the organizational structure, culture and operations defined through the Consumer-Operated Services Program (COSP) and associated Fidelity Assessment Common Ingredients Tools (FACIT) as a mental health consumer-run organization inclusive of individuals with co-occurring substance use disorders,
- Operated a Peer Wellness Center for a minimum of five (5) years,
- Demonstrated experience identifying and developing policies and procedures to guide the day to day operation and structure of a Peer Run Wellness Center,
- Demonstrated experience managing payroll and benefits, and the ability to take on additional staff while supporting the sub-contractors as they establish the capacity and infrastructure to assume management of these functions,
- The organizational structure, financial history, and administrative capacity to seed, support and mentor the development of two (2) independent Peer Wellness Centers (Sub-Contractors) that primarily serve people labeled with serious mental illness, severe and persistent mental illness, and co-occurring substance use disorders that will be selected through this competitive RFA process.
- The ability to provide financial support prior to receiving reimbursement from NC DMH/DD/SAS. This contract will be paid on a reimbursement basis, yet one or both sites might need financial assistance immediately to begin structuring their organization. The contractor must be comfortable and financially able to provide some funding support before receiving reimbursement if necessary.
- Does not have a record at the Division of MH/DD/SAS of questionable or unethical practices or any sanction that would prevent the organization from doing business as a state or Medicaid funded service provider.

Peer Run Wellness Center and Incubator RFA

- Peer Run Wellness Center Incubator
 - Training and technical assistance on establishing a COSP
 - Training and technical assistance on establishing a Peer Run Wellness Center
 - Training and technical assistance on identifying and developing policies and procedures for operating and delivering services through a COSP
 - Start-up support and technical assistance on managing human resource functions to include: administering human resources functions and policies including screening and hiring applicants, managing and providing benefits to employees; overseeing and managing financial and budgetary functions including processing payroll, managing an operational budget
 - Training and technical assistance on identifying and tracking outcomes
 - Engagement of community stakeholders

Peer Run Wellness Center and Incubator RFA

- Peer Run Wellness Center Requirements
 - Must currently meet the organizational structure, culture and operations defined through the Consumer-Operated Services Program (COSP) and associated Fidelity Assessment Common Ingredients Tools (FACIT) as a mental health consumer-run organization inclusive of individuals with co-occurring substance use disorders, or be willing to work with the incubator to become a COSP
 - Have experience hiring and supervising Certified Peer Support Specialists (CPSS)
 - All staff currently employed by the agency must be CPSS
 - Cannot be owned by or part of a non-consumer operated organization/behavioral health service provider
 - Does not have a record at the Division of MH/DD/SAS of questionable or unethical practices or any sanction that would prevent the organization from doing business as a state or Medicaid funded service provider.

Peer Run Wellness Center and Incubator RFA

- Peer Run Wellness Center

- A community mental health recovery center that is open to anyone to participate, either through offering supports or through receiving supports
- A place where people can receive hope through sharing their strength and their experience
- A safe place and resource for skill-building, education, information, support and socialization
- Groups are NOT meant to replace treatment, twelve-step or other mutual support groups, the services compliment treatment and mutual aid groups and are a critical component of a recovery-oriented system of care
- Schedule is designed to support people in recovery, should be mindful that people often can benefit from peer supports during non-traditional hours

Peer Run Wellness Center and Incubator RFA

- **Scope of Work**

- **A. 1. The incubator shall be responsible for the strategies and processes required to more formally establish the two (2) PRWCs as COSP's, using the FACIT as a continuous quality improvement tool.**
- a. The incubator shall work with the Division and two (2) PRWCs to determine the type of services to be offered
- b. The incubator shall support the two (2) PRWCs to develop a sustainability plan as well as 3-4-year plan for a Peer-Operated Respite Service (PORS)
- c. The incubator, DMH/DD/SAS, and the 2 PRWCs will meet within the first 6 months of the award to identify measurable outcomes to track throughout the duration of the grant, the frequency/manner in which the outcomes shall be tracked, and the frequency of reporting on the identified outcomes to DMH/DD/SAS.
- d. The PRWCs shall attend and participate in all training and technical assistance provided by the incubator
- e. The PRWCs shall collaborate with the incubator to develop sustainability plans, to include a plan to add a Peer Operated Respite Service to their service array
- f. The PRWCs will collaborate with the incubator and with the other PRWC to identify outcomes as well as a tracking methodology to demonstrate both effectiveness of the service as well as potential cost savings associated with the PRWC

Peer Run Wellness Center and Incubator RFA

2. Outputs (Performance Measures):

- a. The incubator will work with the PRWCs to develop a list of recommended recovery and wellness support services;
- b. The incubator will support in the completion of sustainability plans for the two PRWCs, and share any barriers to success with DMH/DD/SAS;
- c. The incubator, the PRWCs, and DMH/DD/SAS will collaborate to develop a state-wide expansion and sustainability plan for PRWC and COSPs
- d. The incubator, PRWCs and DMH/DD/SAS will review the results of fidelity reviews using the FACIT including continuous quality improvement plans for each PRWC at least once every twelve (12) months.

Peer Run Wellness Center and Incubator RFA

- **B. Build capacity for a minimum of two (2) Peer Wellness Centers across the state.**
- 1. The incubator, in collaboration with designated Division staff, shall be responsible for providing technical assistance and support to the previously identified PRWCs across the state.
 - a. The incubator shall conduct outreach and technical assistance to each center on no less than a quarterly basis.
 - b. The PRWCs will actively engage in all technical assistance provided by the incubator, and develop an engagement and outreach plan to involve their local community
 - c. The incubator shall collaborate with PRWC staff to conduct outreach including but not limited to listening events/meetings with people in recovery to determine the recovery supports that can be offered at the centers and who will be providing them.
 - d. The incubator shall provide other technical assistance as requested or needed by the centers.
 - e. The PRWCs will identify areas of training and technical assistance need, and submit these requests to the incubator and DMH/DD/SAS

Peer Run Wellness Center and Incubator RFA

- Continued-
- f. The incubator shall review monthly invoices submitted by the PRWCs and reimburse as appropriate.
- g. The PRWCs will submit invoices to the incubator no later than the 5th of each month, and will submit receipts and other information that confirms funding was used per Mental Health Block (MHBG) grant requirements. If a PRWC has any questions to if a cost or expense can be covered by MHBG funds, they must submit their question via email to both the incubator and to DMH/DD/SAS
- h. The incubator shall provide administrative support inclusive of HR, health insurance, financial, data, QA/QI to build the capacity of the Peer Wellness Center
- i. The incubator shall assist each Peer Wellness Center in the development of a sustainability plan.
- j. The incubator shall network the Peer Wellness Centers to ensure consistency, planning and shared wellness tools

Peer Run Wellness Center and Incubator RFA

- **Reporting Requirements**
 - The PRWCs will be required to submit Financial Status Reports (FSRs) monthly, no later than the 5th of each month. In addition, the PRWCs will complete and submit a quarterly outcome tracking form to be created by DMH/DD/SAS and the incubator. The quarterly outcome tracking form will track the non-financial deliverables identified in section 5.0 Scope of Work.
 - The incubator will be required to submit Financial Status Reports (FSRs) monthly, no later than the 10th of each month. In addition, the incubator will review and compile the PRWCs quarterly outcome tracking forms. The quarterly outcome tracking form will track the non-financial deliverables identified in section 5.0 Scope of Work.
 - The PRWCs will complete an annual report on all work performed, progress and barriers and submit these reports to the incubator no later than April 30, 2021. The incubator will review and then merge the two annual reports and submit the full, final annual report to DMH/DD/SAS no later than June 30, 2021.

Peer Run Wellness Center and Incubator RFA

- **Budget**

- The RFA/ line item budget shall constitute the total cost to the Division for complete performance in accordance with the requirements and specifications herein, including all applicable expenses such as administrative cost. The incubator and PRWCs shall not invoice for any amounts not specifically allowed for in the line item budget of this RFA.
- The total amount of funds available for SFY21 are \$600,000 from MHBG, and \$15,000 from Governor's Task Force Funds, totaling \$615,000 for this RFA. The budgets for each component cannot exceed:
 - Incubator- ~~\$85,000~~ \$100,000
 - PRWC- \$257,500
 - PRWC- \$257,500
- The incubator and PRWCs shall use the Cost Table found in ATTACHMENT A: Line Item Budget to create the Line Item Budget and Budget Narrative. Applicants shall not use any other tables or forms, nor modify the contents of any of the shaded cells in the Cost Table.
- All costs provided in Line item budget must be firm and fixed for the duration of the contract, which could last as long as three years if the State exercises its option for one additional year.

Peer Run Wellness Center and Incubator RFA

- *Incubator*- ~~\$85,000~~ **\$100,000** with no more than \$20,000 (20%) being used for administrative functions (must provide detail that supports the amount requested for administration) ~~and no more than \$25,000 designated for providing technical assistance.~~ **Remaining funds must be used for training and technical assistance. (1 page) Funding for year 2 of the incubator will be less than year 1.**
- *PRWC*- \$257,500 total. Please identify any costs that are start-up/one-time expenses versus routine/on-going expenses.

Peer Run Wellness Center and Incubator RFA

- **Submit complete Application, including signature of authorized representative, to Brenda T. Smith at brenda.t.smith@dhhs.nc.gov no later than 5:00 p.m. on Friday, **June 15** ~~May 1~~, 2020. Subject line must say the following “APPLICATION RFA#30-DMH-PRWC-2021 INCUBATOR” or “APPLICATION RFA#30-DMH-PRWC-2021-PRWC” based on what work the applicant is applying to do.**

NEW- Question

- **Q- For this particular RFA, are you looking for a multiple year budget for 2 years, or do you want them to submit a budget for the first fiscal year?**
- **A- We are looking for a multiple/2 year budget for both the incubator and the two Wellness Centers. There will be an opportunity to adjust the year 2 budgets if needed early 2021. We will need the final/confirmed 2021-2022 budgets completed and submitted prior to the fiscal year starting and will coordinate with the sites to ensure they have enough time to revise and submit their budgets.**

NEW- Question

- **Q- Do you want a separate budget for start up costs/one time expenses, or should it be embedded in year 1 budget?**
- **A- Start up/one-time costs can be included in the full budget, and should clearly be marked as start-up/one-time costs.**

NEW- Question

- **Q- There are 2 different dollar amounts for the incubator. On page 3 and 10 it says \$100,000 with 20% admin max and on page 16, it says \$135,000 with no more than \$60,000 used for admin. Which one is correct?**
- **A- The total for the incubator is \$100,000 for year 1. We revised the original language to allow flexibility in the funds used for admin and technical assistance. We set a maximum to use towards admin, but didn't establish a minimum.**

NEW- Question

- **Q- What format do you want this in, being that it's asking for resumes and can only be one page?**
- **A- Staff can use whatever resume format they prefer, we request that they not exceed one page.**

NEW- Question

- **Q- How do we select which applicable terms and conditions go with a non-profit from the private sector Appendix A?**
- **A- That will apply only to the sites and incubator that receive awards. This form is a One Step Contract, and will be used to build the final contract for the incubator and two sites.**

NEW- Question

- **Q- Can office furniture be purchased as part of start-up?**
- **A- Yes, if office furniture is needed, this would be an allowable one-time expense. Any purchases should be directly related to the start-up and operation of the wellness center only.**

NEW- Question

- **Q- Can technology equipment be purchased, such as a TV or projector?**
- **A- Equipment needed to provide supports at the peer run wellness center can be purchased. These would be considered one-time costs. The budget narrative should identify how many items are requested to be purchased as well as how the wellness center will use those items.**

Peer Run Wellness Center and Incubator RFA

- Question- Will we be able to use some of the funds for utilities?
- Response- Funds can be used for utilities just for the space the Peer Run Wellness Center operates in. If the Wellness Center shares space with other services, the agency should ensure that the utilities paid for reflect the space the Wellness Center occupies.

Peer Run Wellness Center and Incubator RFA

- Question- Will you be allowed to use funds for office equipment such as more computers, copiers, etc?
- Response- Funds can be used to purchase equipment for the PRWC only. Any one-time equipment purchases should be reflected as such, and the items purchased must be needed for operation of the PRWC.

Peer Run Wellness Center and Incubator RFA

- Question- Will the \$257,500 be used for one fiscal year or two?
- Response- The \$257,500 is for one fiscal year, with a proposed start date of July 1, 2020 through June 30, 2021.

Peer Run Wellness Center and Incubator RFA

- Question- If you're already set up in a location, can funds be used for work that needs to be done to upgrade issues in building?
- Response- No, funds cannot be used for capital improvements per MHBG fund use requirements/restrictions.

Peer Run Wellness Center and Incubator RFA

- Question are there to be designations of 1 rural and 1 urban setting to be awarded or is it just 2 centers with un-designated location at this time?
- Response- DMHDDSAS would ideally like to find an urban and a rural site to ensure we are addressing access in rural settings. If DMHDDSAS does not receive an application from a rural area, they will review the submitted applications and select the two best fits for the award.

Peer Run Wellness Center and Incubator RFA

- Question- From this section on page 10, do you intend the MH Block grant guidance or the Substance Abuse block grant guidance?
- Response- The language regarding fund usage is part of the form and covers all potential funding sources. This RFA is funded with MHBG funds only, and the funding standards and expectations for MHBG funds would apply.

Peer Run Wellness Center and Incubator RFA

- Question- RFA states eligibility requirement that all employees must be CPSSes. Our peer center has operated with a volunteer (not employed) director whose certification is lapsed but because they have little direct peer to peer support with peer participants but is extremely busy otherwise has not re-applied. Should they re-apply even if they intend to continue directing only until another director may be hired in the event the program is awarded a grant?
- Response- the staff directly providing services need to have their CPSS, indirect staff (like director) must be a peer with direct lived experience and may have either current or lapsed certification.

Peer Run Wellness Center and Incubator RFA

- Question- There are some existing peer operated centers that are substance use recovery centers previously funded at least in part by the SABG. Will these continue to be funded through that grant fund or will they be invited to apply as Peer Wellness Centers?
- Response- This RFA is for MH Peer Wellness centers. It will not be open to SU Recovery centers. The AMH team is not able to speak on what funding source those centers will be funded through.

Peer Run Wellness Center and Incubator RFA

- Question- Can an organization that does not meet the COSP requirements apply for the incubator role?
- Response- No, we feel it is important for new and developing peer run wellness centers to be mentored by a peer run wellness center. The incubator must meet the requirements identified in the COSP toolkit. A site that is applying for a Wellness Center only maybe be in the process of becoming a COSP.

Next Steps

- At the close of this webinar, we will take the questions and post them as FAQ, and add that to the current posting
- We will not be able to respond to questions after today
- All applications are due to Brenda T. Smith at brenda.t.smith@dhhs.nc.gov no later than 5:00 p.m. on **Friday, June 15** ~~May 1~~, 2020.
- Subject line must say the following “APPLICATION RFA#30-DMH-PRWC-2021 INCUBATOR” or “APPLICATION RFA#30-DMH-PRWC-2021-PRWC” based on what work the applicant is applying to do